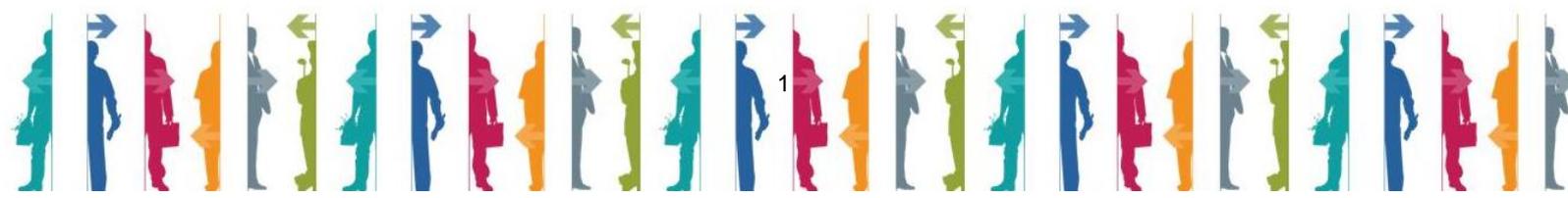




**Please consider the following**  
**BEFORE**  
**recruiting workers from abroad**

Think of...	Actions	
<b>Counselling and planning</b>	<b>Local employment services</b>	Before looking for candidates from abroad, try contacting your <i>local public employment service</i> to discuss your recruitment needs. They may be able to find suitable candidates closer to home.
	<b>Prepare a candidate profile</b>	What are the specific skills, competencies and qualifications needed to perform the job role?
	<b><i>If you decide to recruit from abroad,</i></b>	
	<b>Produce a plan</b>	Outline the objectives, benefits, risks and costs of recruiting abroad. Work out your deadlines as it may take longer to find international candidates.
	<b>Contact the competent authorities</b> <i>(the foreigners' registry board or equivalent services in your country)</i>	Find out if you need to take any additional steps to recruit a foreign national. Do they have to register separately or pay any fees?
<b>Legal requirements and posted workers</b>	<b>Registration procedures and working permits</b>	Do you want to hire workers from other countries in the European Economic Area (EEA) and need more information on registration procedures and work permits? If so, consult the ' <u>Living and Working</u> ' section to find out about registration procedures and information on residence permits for each country.
	<b>Transitional rules governing the free movement of workers</b>	For information on the transitional rules governing the free movement of workers from, to and between the new member states you will need to visit the ' <u>Free movement of workers</u> ' ( <a href="http://ec.europa.eu/social/main.jsp?catId=466&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=466&amp;langId=en</a> ) section of the EURES portal.



<p><b>Posted workers</b></p>	<p>A posted worker is someone who spends a limited time working outside of the Member State that they normally work in. If your organisation will need to post workers in another Member State then you will need to familiarise yourself with the rules and procedures involved.</p> <p>Information can be found in the '<a href="#">Posted Workers</a>' section of the Europa Portal : <a href="http://ec.europa.eu/social/main.jsp?catId=471&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=471&amp;langId=en</a></p> <p>See also the national information and contacts webpage.</p>
<p><b>Posted workers</b></p>	<p>You can also consult and download the "<i>Practical guide for the posting of workers in the Member States of the European Union, and the European Economic Area and in Switzerland</i>" (<a href="http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=26">http://ec.europa.eu/social/main.jsp?langId=en&amp;catId=26</a>) or visit the <a href="#">Eurofound web site</a></p> <p><a href="https://www.eurofound.europa.eu/observatories/eurwork/industrial-relations-dictionary/dictionary6.htm">https://www.eurofound.europa.eu/observatories/eurwork/industrial-relations-dictionary/dictionary6.htm</a></p>
<p><b>Accommodation / Housing</b></p>	<p>Consider the practical steps a new employee from abroad will have to take to find accommodation or housing. Is it available locally? How is it found and how much does it cost? Can you provide advice or support to the new employee?</p>
<p><b>Language barriers</b></p>	<p>Think about the level of language competency required by your candidates. If they lack fluency but are still suitable for the job, you should think carefully about how you will communicate with them. The candidate may find telephone interviews particularly difficult.</p>
<p><b>Country differences</b></p>	<p>National employment laws vary and you may find it harder to recruit in some countries than others. For instance, you may have to register to do so if you represent a recruitment agency. Find out if any administrative barriers exist before you start the recruitment.</p>
<p><b>Cultural differences</b></p>	<p>Recruitment practices vary from one country to another, as do formalities between employers and applicants. If an applicant's behaviour is out of the ordinary, it could just be a cultural difference. Don't let this affect your judgement - stay focused on their skills and aptitude instead.</p>
<p><b>Qualifications</b></p>	<p>Candidates for regulated professions will need to register with the appropriate authority to ensure their qualifications are recognised. The ENIC-NARIC networks (please consult <a href="http://www.enic-naric.net">www.enic-naric.net</a>) are the gateway to recognition of academic, professional and vocational qualifications in Europe.</p>
<p><b>After considering the above,</b></p>	
<p><b>Find your local EURES adviser</b> (please refer to the link '<a href="#">Contact a EURES Adviser</a>' on the EURES portal)</p> <p><a href="http://www.eures.europa.eu">www.eures.europa.eu</a></p>	<p>If you need advice on recruiting in another country, you can search for details of your nearest EURES adviser.</p> <p><b>Contact your local EURES adviser in the first instance – he/she is your link to the wider network as can provide you with more details on the items above.</b></p>

